

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION <b>Senior Accounting Officer (Specialist)</b>		POSITION NUMBER <b>541-027-4567-00x</b>	MCR <b>1</b>	RPA # <b>003-CDF</b>
APPOINTEE <b>Vacant</b>		DIVISION/SECTION <b>Administration/Fiscal Services/Budget &amp; Acctg</b>		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Tabatha Gonzalez</b>	SUPERVISOR'S CLASSIFICATION <b>Staff Services Manager I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE <b>7/6/07</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the direction of the Staff Services Manager I, the Senior Accounting Officer (Specialist) functions in a one-person Accounting Office. Independently performs difficult and complex professional accounting duties for the Resources Agency, CALFED Bay-Delta Program (CBDP), and works directly with the CAL FIRE's Accounting Office to ensure that program accounting needs are fully met.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
35% (E)	Monitors all accounts receivable invoices for Reimbursement and Federal Funds to ensure they are accurate and complete. Encumbers, maintains, and processes all payable activities for all general ledger accounts. Logs, audits, codes, and promptly routes invoices to CALFIRE's Accounts Payable Office for approval and payment. Tracks and maintains invoice payment logs. Prepares correspondence to vendors on disputed matters. Researches and resolves complex payment and reporting problems.			
25% (E)	Works with administrative staff to obtain budget allotments then submits to CAL FIRE's Accounting Office to update CALSTARS. Reviews and analyzes monthly CALSTARS Reports and information for accuracy, such as reviews and monitors expenditures against allotments and ensures they are posted to the appropriate general ledger, vendor accounts, and appropriations. Analyzes and reconciles discrepancies and prepares journal vouchers to correct any errors within the same fiscal month. Prepares monthly expenditure/encumbrance reports to support projection reporting for management.			
20% (E)	Develops, updates, and maintains written policy and procedures for CBDP's accounting processes to ensure adequate internal controls and proper accounting treatment. Provides training on travel and invoicing issues to CBDP staff. Interprets laws, regulations, and procedures set forth in the State Administrative Manual, DPA rules, Board of Control Rules, collective bargaining agreements, and other resources as needed. Provides accounting research and prepares special accounting studies and unique management reports upon request.			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Tabatha Gonzalez</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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15% (E)	Works with the CAL FIRE Accounting Office to complete year-end financial duties to ensure accurate financial reports, which includes processing of disencumbrances and accruals. Completes accounting related bond reports, such as tax compliance, actual expenditures, invoiced amounts, etc.			
15% (E)	Reviews and analyses all Travel Expense Claims. Maintains the program's Travel Manual/Policy and prepares correspondence to inform supervisors and managers of updated travel requirements. Acts as the program's liaison for the American Express, Enterprise, and SWABIZ accounts and systems. Performs a timely audit of receipts and charges on US Bank CAL Card statement.			
5% (E)	Establishes and maintains CALSTARS Chart of Accounts for CBDP and assists CAL FIRE Accounting Office in establishing tables and employee master files. Reviews CALSTARS coding for accuracy and prepares updates when needed.			
DESIRABLE ATTRIBUTES, EXPERIENCE, AND QUALIFICATIONS				
<p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> <li>• Good working knowledge and experience with State of California accounting principles, methods, and procedures</li> <li>• In-depth experience and understanding of CALSTARS including payment processing, contracts/accounts payable, general ledger and payroll processing.</li> <li>• General understanding of the State Budget Process</li> <li>• Ability to analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing</li> <li>• Proficiency in Excel spreadsheet preparation</li> </ul> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> <li>• Strong customer service skills</li> <li>• Positive team attitude, open-mindedness, flexibility, and tact</li> <li>• Ability to think and communicate clearly</li> <li>• Ability to act quickly while exercising sound judgement</li> <li>• Possess strong organizational skills</li> <li>• Be detail oriented</li> <li>• Willingness and ability to accept increasing responsibility and demonstrate capacity for development</li> </ul> <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> <li>• Ability to work productively in a demanding environment independently and as a team</li> <li>• Gain and maintain the confidence and cooperation of those contacted during the course of work</li> <li>• Interact with various levels of staff and management in a professional and courteous manner</li> </ul>				

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for professional office environment</li> <li>• Ability to sit in a normal seated position for extended periods of time</li> <li>• Manage multiple priorities effectively and meet deadlines</li> <li>• Ability to be proactive on issues or projects</li> <li>• Ability to remain calm during stressful situations</li> <li>• Ability to effectively handle multiple tasks and changing priorities.</li> <li>• Ability to exercise a high degree of professionalism and initiative</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <p>Various levels within the CAL FIRE Accounting Office; CBDP program managers and management; other staff at various levels including federal, state, local government agencies and non-profit organizations; contractors, prospective contractors, and the public.</p> <p><b>SUPERVISION RECEIVED</b></p> <p>Incumbent works under the direction of the Staff Services Manager I.</p>			